

EMPLOYEE RESPONSIBILITIES ON TERMINATION/ CHECK-OUT LIST
SCHOOL OF VETERINARY MEDICINE
DEPARTMENT OF COMPARATIVE PATHOBIOLOGY

All faculty, graduate students, postdoctoral appointees, technicians, undergraduate students, and other research personnel are responsible for completing this form upon the termination of their employment or upon the completion of their degree requirements. **Where a specific item does not apply**, please mark **NA** (not applicable) in the space provided. Completed forms must be submitted to the major professor or research director for transmittal to the CPB Office. For a graduate student, the major professor will attach this form to the completed Graduate School form which authorized the degree. The check list is provided for the convenience of those individuals whose appointments are being terminated or who are about to complete the requirement for the M.S. or the Ph.D. or who are discontinuing their graduate work. **It also serves as a reminder to the major professor of the tasks which the graduate student must complete before receiving a degree or terminating an appointment. FAILURE TO COMPLETE THIS FORM MAY RESULT IN THE LOSS OF THE FINAL PAY CHECK.**

TO: Department Faculty, Graduate student, or Staff.

Please provide the following information.

PRINT

Name _____
(Last) (First) (Middle)

Employment Information:

Title of new position _____

Name/Address of institution at which you will be employed.	Home Address/Phone Number/E-Mail
_____	_____
_____	_____
_____	_____
_____	_____

1. From the following list, please circle the reason for leaving the School of Veterinary Medicine.
- a) graduate degree completed
 - b) employment terminated
 - c) transferring to another program
 - d) other (state reason) _____

(Circle appropriate degree)

M.S. thesis option M.S. non-thesis option Ph.D. degree

2. Thesis distribution: (Applies only to graduate students completing degree requirements).
- a) MS: Original to Grad School Thesis Office _____
PhD: .pdf file to Grad School Thesis Office (Grad School Thesis Office Signature)
 - b) MS: One copy to SVM Library via CPB Department _____
PhD: .pdf file to Library via CPB Department (Graduate Secretary's Signature)
 - c) MS: One copy to Major Professor _____
PhD: Copy or .pdf file as requested by Major Professor (Major Professor's Signature)

3. Building office, laboratory keys, and swipe cards returned.
 - a) VPTH & VPRB keys returned to Department _____
(VPTH/VPRB Building Deputy's Signature)
 - b) ADDL keys returned to ADDL _____
(ADDL Building Deputy's Signature)
 - c) Hansen Hall Keys returned _____
(Hansen Building Deputy's Signature)
 - d) Lynn Hall keys returned to SVM _____
(SVM Building Deputy's Signature)
 - e) Animal Housing keys returned to LAP _____
(LAP Building Deputy's Signature)
4. Report to the Veterinary Medicine Business Office, Lynn 1204, to terminate appointment. _____
(Business Office Signature)
5. Original research notebooks and data handed over to Major Professor or Research Director. _____
(Major Professor's Signature)
6. All library books have been returned. _____
(Librarian's Signature)
7. E-mail account will be deleted in 7 days; please clear your account. _____
(Computer Help Desk's Signature)
8. All Purdue-owned software removed from computer(s) being taken with owner. _____
(SVM Network Administrator)
9. If you have permission to take a computer with you, you must have the hard drive formatted by VIS. _____
(Major Professor's Signature)
10. Any outstanding Lavignette loan has been resolved. _____
(SVM Student Services Signature)
11. International staff—Immigration status and departure have been resolved with ISS _____
(ISS Staff Signature)
12. Any other administrative formality left. _____
(Dept. Administrative Assistant's Signature)

REQUIRED SIGNATURES

Signature (Faculty, Grad Student, Staff) Date

Signature (Major Professor/Supervisor) Date

(Signature (Department Head) Date

LABORATORY CHECK-OUT SUPPLEMENT

Answer “yes” or “no” to the following items, provide the name of the person in the group, and make comments as necessary.

All thesis samples or other containers of chemicals belonging to me **have been disposed** on recommendation of Major Professor or Research Director. The transferred material should be labeled properly, completely catalogued, and transferred to appropriate person in the group.

All manufacturer’s containers and/or secondary storage containers (including safety cans) belonging to me have been disposed, or responsibility for them has been assumed by another person in the group.

All wastes belonging to or generated by me have been disposed, or responsibility for it has been assumed by another person in the group.

All refrigerators, freezers, shelves, cabinets, and auxiliary storage rooms have been looked at/into for materials generated by me, and all containers (especially radioactive and biohazard materials) have been disposed of or responsibility for them has been assumed by another person in the group.

I have handed over all my original laboratory notebooks, raw data and research materials developed by me at Purdue to my major professor or research director. I fully understand that these research data and materials belong to Purdue University. I also understand that if I want to take (or transfer to a third party) any research materials from my Purdue Laboratory I will need a written consent from my major professor or research director or a material transfer agreement from Purdue University.

Signature (Faculty, Grad Student, Staff, etc.)

Date

“Has/have been disposed” means **GONE**. It does not mean simply that a pick-up request has been filled out and the material is awaiting removal. This is particularly important in the case of reactive materials. The REM hazardous waste section will decline to remove reactive materials from your area unless you have absolutely no staff with adequate chemical training who can “neutralize” the materials in your lab.